



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	<b>ALL PERSONS INTERESTED</b>
2	<b>Job Classification</b>	<b>Financial Analyst IV</b>
3	<b>Posting Number</b>	<b>PN# 112846</b>
4	<b>Department</b>	<b>FINANCE &amp; ADMINISTRATION</b>
5	<b>Division</b>	<b>Fixed Assets and Insurance</b>
6	<b>Section</b>	
7	<b>Reporting Location</b>	<b>611 Walker</b>
8	<b>Workdays &amp; Hours</b>	<b>M - F, 8:00 a.m. - 5:00 p.m.</b>
		<b>*Subject to change</b>

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION**  
Responsible for completing capital asset data analysis, annual CAFR schedules, quarterly reconciliation with General Ledger and depreciation analysis as required by the Controller’s Office and departments. Coordinate, prepare and review financial or capital asset reports. Coordinate with Asset Management and IT staff specific recommendations for improvement to the asset system, conversion of data for new systems and assist with the implementation of new systems to meet the needs of the City.

10 **WORKING CONDITIONS**  
The position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor’s Degree in Business Administration, Finance, Accounting, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
Six (6) years of professional experience in finance, economics, budget analysis or a closely related field are required. A Master’s Degree in Business Administration, Accounting, or a closely related field may be substituted for two years of experience.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
Capital asset accounting experience, experienced working knowledge of database language/relationships, advanced proficiency with all aspects of Microsoft Excel and Access, experience with SAP integrated Financial/Business System (specifically Asset Management Module)

15 **SELECTION/SKILLS TESTS REQUIRED**

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 25  
\$1,501 - \$2,173 Biweekly \$39,026 - \$56,498 Annually

18 **OPENING DATE** August 30, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**  
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9249. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer